

# Non-Negotiated Easement Dedication

## Submittal Form

When, because of subdivision or site development, dedication of an easement by separate instrument is required, take the following steps.

1. Provide the following information:

Type of Easement: \_\_\_\_\_

Property/Project Name: \_\_\_\_\_

City of Round Rock Project Reviewer: \_\_\_\_\_

Grantor's Signature Block Information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Appropriate Contact to arrange execution of easement.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Attach for Submittal to Engineering & Development Services Division the following documents:

- ☐ Title Report issued by a title company within the last 7 days.
- ☐ Proof of signatory Authority
- ☐ Signed and sealed field notes and sketch (2 original sets). The field notes caption and sketch **must** reflect the most recent deed transaction and should match what is reflected on the Title Report.
- ☐ Digital file of field notes and sketch:

One copy of the easement as described by the survey sketch and meets and bounds shall be provided to the City in digital format as AutoCad “. dwg” files, MicroStation “.dgn” files or ESRI “.shp” files on CD ROM. Required digital file shall contain a minimum of two (2) control points referenced to the State Plane Grid Coordinate System – Texas Central Zone(4203), in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

**Note: Developer must negotiate with property owners for any off-site easements.**